

Employer or Employee Logging in for the First Time

Will I use the same login information as I used for WOW or UI4Employers?

The login information will change with the new *UI eServices for Employers*. Use the instructions to log in as an employer of a business or an employee of a business to gain access to establish a new web account for *UI eServices for Employers*.

How do I log into *UI eServices for Employers* for the first time if I am an employer filing for my own business?

1. Go to our website UleServices.mt.gov
2. Click "To access this site, you must first log in through ePass. Click here to log into ePass."
3. On the ePass Montana Dashboard, click the Login with ePass Montana "Login" button

Note: *You cannot log into UI eServices for Employers using a Login with OpenID. If this is the only ePass Montana login you have, you will need to create a new login using the Login with ePass Montana "Login" button.*

- a. If you already have an ePass Montana login, type your username and password in the Existing User box and click the "Login" button
 - i. If you do not have an ePass Montana login, click the "Create an Account" button in the New User box
 - ii. Complete the account setup process
 - iii. Save changes

Note: *As soon as the ePass Montana account has been created, you will be redirected to the Welcome to the ePass Montana Dashboard.*

4. Find *UI eServices for Employers* using the Add a Service list or add it to Your Services
 - a. To add to Your Services, click "Edit"
 - b. Click the plus sign next to *UI eServices for Employers*
 - c. Click the "Done" button

Note: *This will place UI eServices for Employers in your Favorites list so you don't have to always search for it in the Add a Service list.*

5. Click *UI eServices for Employers* in the list

ePass Montana is not a system supported by the Department of Labor and Industry; it is a service offered by the State of Montana.

Employees of the Department of Labor and Industry CANNOT reset your ePass Montana passwords or user names.

If you have any problems setting up or logging into your ePass Montana account, contact ePass Montana Customer Service by calling (406) 449-3468 or email them at epass@egovmt.com

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6. Click the “New eServices User: Click here to signup for online access” link
7. Click the radio button next to “Employer/Employer Representative”
8. Type Login Information
 - a. ePass Username will populate automatically from the username registered with ePass Montana
 - b. Type a Preferred eServices Name
 - c. Type a Preferred eServices Email address
 - d. Type a Contact Phone Number
 - e. Choose a Secret Answer using the drop-down box
 - f. Type the answer to the Secret Answer
 - g. Type the answer to the Secret Answer again
9. Click Step 1 of 2 “Next” button
10. Complete Employer Enrollment Type
 - a. Use the drop-down box to choose if you are a new employer
 - b. Type FEIN of your business
 - c. Type Mailing Address Zip code
 - i. If you have multiple locations, use the zip code of the main business registered with UI
 - d. Click the radio button next to “I am an owner, officer, or other principle of the business”
11. Complete UI Account Access
 - a. Using the drop-down box, choose the Employer class of your business
 - b. Type in the UI Total Tax Rate
 - i. This will be the sum of the UI rate and AFT rate
 - c. Click the “Yes” radio button if a UI-5 has been filed for your business
 - i. Type in the total gross wages paid in the last liable quarter
 - 1) This must include dollars and cents
 - 2) If a zero amount was reported as gross wages, please click the “Zero Reported” check box
 - ii. Choose an additional question to be answered
 - 1) What were the total taxable wages paid in the last liable quarter?
 - a) Type in the dollars and cents of the taxable wages paid in the last liable quarter
 - b) If a zero amount was reported as taxable wages for the last liable quarter, click the “Zero Reported” check box
 - 2) What was the amount of your business’ last payment?
 - a) **This question can only be chosen if a payment was made after February 25, 2014**
 - b) Type in dollars and cents
 - d. Click the “No” radio button if the UI-5 has not been filed for the business
 - i. Nothing else is required to be entered
 - e. Click “Submit”

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Note: An email will be sent to the preferred email account you entered into the Preferred eServices Email Account field, letting you know you can log into eServices using your Secret answer.

12. Type your Secret Answer into the area provided
13. Click the “Logon” button

Note: These steps only have to be done the first time you log into UI eServices for Employers. Every time after this, you’ll log in using your Secret Answer.

How do I log into UI eServices for Employers for the first time if I am an employee of a business?

1. Go to our website UleServices.mt.gov
2. Click “To access this site, you must first log in through ePass. Click here to log into ePass.”
3. On the ePass Montana Dashboard, click the Login with ePass Montana “Login” button

Note: You cannot log into UI eServices for Employers using a Login with OpenID. If this is the only ePass Montana login you have, you will need to create a new login using the Login with ePass Montana “Login” button.

- a. If you already have an ePass Montana login, type your username and password in the Existing User box and click the “Login” button
 - i. If you do not have an ePass Montana login, click the “Create an Account” button in the New User box
 - ii. Complete the account setup process
 - iii. Save changes

Note: As soon as the ePass Montana account has been created you will be redirected to the Welcome to the ePass Montana Dashboard.

4. Find UI eServices for Employers using the Add a Service list or add it to Your Services
 - a. To add to Your Services, click “Edit”
 - b. Click the plus sign next to UI eServices for Employers
 - c. Click the “Done” button

Note: This will place UI eServices for Employers in your Favorites list so you don’t have to always search for it in the Add a Service list.

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 - a. Use the drop-down box to choose if you are a new employer
 - b. Type FEIN of your business
 - c. Type Mailing Address Zip code
 - i. If you have multiple locations, use the zip code of the main business registered with UI
 - d. Click the radio button next to "I am an authorized employee of the business that can have online access"
11. Complete UI Account Access
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